

**Hyde County Board of Commissioners  
AGENDA ITEM SUMMARY SHEET**

**Meeting Date:** March 6, 2017  
**Presenter:** County Manager Bill Rich  
**Attachment:** Yes

**ITEM TITLE:** 2017 VOLUNTEER FIRE FUND APPLICATION-REVISION FOR  
OCRACOCKE FIRE PROTECTION ASSOCIATION, INC.

**SUMMARY:** The Ocracoke Volunteer Fire Department has submitted a revision on their request for equipment for the 2017 Volunteer Fire Fund application. The previous request totaled \$25,864.12 for equipment. Total grant funding totaled \$19,398.09, with a county match of \$6,466.03. The new request totals \$28,531.57 for equipment, with grant funding totaling \$21,398.68 and county match of \$7,132.89. This is an increase of \$666.86 on the county match.

**RECOMMEND:** APPROVE

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Motion Made By: ☐ Earl Pugh, Jr.  
☐ Barry Swindell  
☐ Dick Tunnell  
☐ Ben Simmons  
☐ Tom Pahl

Motion Seconded By: ☐ Earl Pugh, Jr.  
☐ Barry Swindell  
☐ Dick Tunnell  
☐ Ben Simmons  
☐ Tom Pahl

Vote: ☐ Earl Pugh, Jr.  
☐ Barry Swindell  
☐ Dick Tunnell  
☐ Ben Simmons  
☐ Tom Pahl



**Grant Funds****Ocracoke Fire Protection Association, Inc. - Hyde**

Based on currently provided information, the equipment you requested has a total cost of \$25,864.12.

Based on the provided information you may qualify for a 3:1 matching grant.

If the grant is awarded, the grant will fund \$19,398.09 and your department will be responsible for providing \$6,466.03 in matching funds.

Note - The above grant funds information is based on current grant application's financial and equipment sections.

## Revised Request

### Grant Funds

Ocracoke Fire Protection Association, Inc. - Hyde

Based on currently provided information, the equipment you requested has a total cost of \$28,531.57.

Based on the provided information you may qualify for a 3:1 matching grant.

If the grant is awarded, the grant will fund \$21,398.68 and your department will be responsible for providing \$7,132.89 in matching funds.

Note - The above grant funds information is based on current grant application's financial and equipment sections.





## *Training & Inspections*

*Mike Causey | Commissioner of Insurance*

*Brian Taylor | Assistant State Fire Marshal*

February 28, 2017

Bill Rich  
Hyde County Manager  
Post Office Box 188  
Swan Quarter, NC 27885

Dear Bill Rich:

Thank you for the cooperation shown to our Fire Department Rating Inspector on his recent visit to your County. We are proud of the North Carolina Fire Service and feel that the inspections program has helped to make it even better.

Enclosed is a summary sheet which shows the results of the updates that have been made in your County Fire Departments. The fire departments either Did or Did Not meet the minimum requirements for a rated and certified department in North Carolina today.

As the Inspector explained to the Chiefs of the Departments, the departments not meeting the minimum requirements will be given 12 months to meet the minimum requirements. The departments, however, are expected to make an attempt to meet these requirements as soon as they possibly can, depending on the extent of the reasons they did not pass. The Inspector will be committed to assist your departments for the next 12 months as needed to meet these requirements.

The intention of this inspection plan is not to withdraw the fire department rating if the personnel are making a sincere attempt to comply to the requirements. However, if after the 12 months from the date of this letter, the department has failed to comply and no effort has been made to correct the deficiencies, then the district will become a Class 10 or unprotected.

If we can be of assistance to you or your departments, please let me know.

Yours very truly,

A handwritten signature in cursive script that reads "Davie W Summey".

Davie Summey  
Supervisor of Inspections

DS/sl

Enclosure



## Department Inspection Status for Hyde County

February 28, 2017

Department Name	Inspection Date	Passed	Failure Category	Failure Reason
<b>Engelhard Volunteer Fire Department, Inc.</b>	<b>14-Feb-2017</b>	<b>No</b>	Department Station at: 34545 US 264Engelhard, NC	Chief Officer did not complete Chief 101 Low on Personnel No Current Service Test
<b>Fairfield Volunteer Fire Department</b>	<b>14-Feb-2017</b>	<b>No</b>	Department Department	Chief Officer did not complete Chief 101 No Fire Alarm Reports
Ocracoke Fire Protection Association, Inc.	15-Feb-2017	Yes		
Ponzer Volunteer Fire & Rescue, Inc.	13-Feb-2017	Yes		
<b>Scranton Volunteer Fire Department, Inc.</b>	<b>13-Feb-2017</b>	<b>No</b>	Department	Chief Officer did not complete Chief 101
Swan Quarter Volunteer Fire Department, Inc.	13-Feb-2017	Yes		

**Hyde County Board of Commissioners  
AGENDA ITEM SUMMARY SHEET**

**Meeting Date:** March 6, 2017  
**Presenter:** Justin Gibbs, ES Director  
**Attachment:** Yes

**ITEM TITLE:** APPROVAL OF NORTH CAROLINA RURAL FIRE DISTRICT  
2016 BOARD OF TRUSTEES REPORT – FAIRFIELD VFD

**SUMMARY:** Volunteer Fire Department Grants and Relief Funds are managed by NCGS 58-87-1/55. The Firefighter's Relief Fund program is designed to financially assist firefighters in the event of In-Line of Duty injury or death. It may also be used for supplemental retirements, educational benefits and to purchase other insurance/pension plans.

**RECOMMEND:** Approve.

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Motion Made By: ☐ Earl Pugh, Jr.  
☐ Barry Swindell  
☐ Dick Tunnell  
☐ Ben Simmons  
☐ Tom Pahl

Motion Seconded By: ☐ Earl Pugh, Jr.  
☐ Barry Swindell  
☐ Dick Tunnell  
☐ Ben Simmons  
☐ Tom Pahl

Vote: ☐ Earl Pugh, Jr.  
☐ Barry Swindell  
☐ Dick Tunnell  
☐ Ben Simmons  
☐ Tom Pahl

**NORTH CAROLINA RURAL FIRE DISTRICT  
2016 BOARD OF TRUSTEES REPORT**

The Firefighter Relief Fund Board of Trustees reports are due by October 31st. There is a grace period to January 31st. Reports filed after January 31st, are in non-compliance and the fire department will not be eligible to receive any Firefighters Relief Funds for that year.

As required by General Statute 58-84-46 of North Carolina, I do hereby submit the following Fire Fighter Relief Fund Board of Trustees Report for the fire districts served by **Fairfield Volunteer Fire Department (County of Hyde)**. This includes the following fire districts: **Fairfield**.

**LOCAL FIREFIGHTER'S RELIEF FUND BOARD**

**Firefighter's Relief Fund Trustees appointed by Fire Department (2)**

- |  |  |
|--|--|
| 1. Mr. Eddie Basnight (Member)<br>275 NC Hwy 94<br>FAIRFIELD, NC 27826<br>Phone: (252) 926-2132<br>Email: tflynn0728@gmail.com<br>Date (Re)Elected: 01/01/2016 | 2. Mr. Sam Eburn (Member)<br>1557 Newlands Road<br>FAIRFIELD, NC 27826<br>Phone: (252) 542-0706<br>Email: tflynn0728@gmail.com<br>Date (Re)Elected: 01/01/2016 |
|--|--|

**Firefighter's Relief Fund Trustees appointed by County Commissioners (2)**

- |   |   |
|---|---|
| 3. Mr. Cleve Gibbs (Member)<br>2069 Newlands Road<br>FAIRFIELD, NC 27826<br>Phone: (252) 542-0706<br>Email: tflynn0728@gmail.com<br>(Re)Appointed: 01/01/2016 | 4. Mr. Lindsey Mooney (Member)<br>1610 Canal St<br>FAIRFIELD, NC 27826<br>Phone: (252) 542-0701<br>Email: tflynn0728@gmail.com<br>(Re)Appointed: 01/01/2016 |
|---|---|

**Firefighter's Relief Fund Trustees appointed by the Insurance Commissioner (1)**

- |  |  |
|--|--|
| 5. Mr. Glenn Mooney (Member)<br>172 Canal Street<br>FAIRFIELD, NC 27826<br>Phone: (252) 926-9851<br>Email: tflynn0728@gmail.com<br>Appointed: 01/01/2016 | Same as last Year? Yes<br><br>If the 5th position has changed, please send in a copy of former Insurance Commissioner appointee's letter of resignation or an explanation as to why this is not available (moved, Death) AND a copy of Fire Chief's letter of recommendation for a replacement with all contact information. |
|--|--|

I do hereby certify that the foregoing is a true, full and correct Board of Trustees Report for the Fire Department Relief Fund, made by me as required under General Statute 58-84-46 of North Carolina.

Entry Date:



**Hyde County Board of Commissioners**  
**AGENDA ITEM SUMMARY SHEET**

**Meeting Date:** March 6, 2017

**Presenter:** Daniel Brinn

**Attachment:** Yes

**ITEM TITLE:** Secure a loan for 10 years with Tideland EMC in the amount of \$110,000.00 for the purpose of installing 10 fabricated aluminum gates on West Canal, Quarter, Double and Juniper. The loan payment would be made from the West Quarter Assessment funds collected yearly.

**SUMMARY:** The Swan Quarter Steering Committee met on Friday, February 17, 2017 for the purpose of discussing the need for replacement of tidegates throughout West Quarter Dike. J.W. Spencer made a motion to move forward with securing the loan from Tideland EMC to purchase 10 fabricated aluminum gates to be installed as follows: 5 gates at West Canal, 1 gate at Quarter Canal, 3 gates at Double Canal and 1 gate at Juniper. The motion was seconded by C.W. Cahoon and the motion carried. The loan with Tideland EMC has 0% interest with a maximum 10 year term. The loan funds will be disbursed through 4 smaller increments for a total of \$110,000.00. There would need to be a representative from the County and or the Steering Committee to secure the loan. It was the consensus of the committee that Daniel would present the recommendation of the Steering Committee to the Commissioners at their next scheduled meeting in March.

**RECOMMEND:** Swan Quarter Steering Committee recommends that the Hyde Board of Commissioners approve moving forward in securing a loan from Tideland EMC in the amount of \$110,000.00 for the purpose of replacing leaking and not functioning properly tidegates. This will involve replacing 10 gates throughout West Quarter.

**Motion Made By:** \_\_\_ Earl Pugh, Jr.  
\_\_\_ Barry Swindell  
\_\_\_ Dick Tunnell  
\_\_\_ Ben Simmons  
\_\_\_ Tom Pahl

**Motion Seconded By:** \_\_\_ Earl Pugh, Jr.  
\_\_\_ Barry Swindell  
\_\_\_ Dick Tunnell  
\_\_\_ Ben Simmons  
\_\_\_ Tom Pahl

**Vote:** \_\_\_ Earl Pugh, Jr.  
\_\_\_ Barry Swindell  
\_\_\_ Dick Tunnell  
\_\_\_ Ben Simmons  
\_\_\_ Tom Pahl

**Daniel Brinn**

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**From:** Doug Cahoon <dougcahoon@hotmail.com>  
**Sent:** Thursday, January 19, 2017 4:39 PM  
**To:** Daniel Brinn  
**Subject:** 60" X 48" opening aluminum flapgate

\$ 10,291 including delivery and sales tax.

Thank you,  
Doug



**Hyde County Board of Commissioners**  
**AGENDA ITEM SUMMARY SHEET**

**Meeting Date:** March 6, 2017  
**Presenter:** Kris Cahoon Noble  
**Attachment:** Yes

**ITEM TITLE:** REVOLVING LOAN REQUEST FOR DEVIL SHOAL OYSTER & CLAM COMPANY

**SUMMARY:** Devil Shoal Oyster and Clam Company are requesting a \$15,000.00 loan from the Hyde County Golden Leaf Revolving Loan Fund for the purpose of expanding their existing oyster farming operation. They plan to hire one Hyde County resident as a result of the expansion. The company has done very well in its first year of operation. They have survived several storms over the past year. They are approaching 1,000,000 oysters for cultivation. They are supplying fresh oysters to a few of the best restaurants on Ocracoke and the native seafood retail market. They invested in a refrigerated truck to make deliveries to several mainland counties in eastern North Carolina.

The loan will be unsecured. The loan will be amortized over a 7-year period, with interest payable for 24 months. Payments of \$269.53 will be made monthly for the remaining 5-year term. The loan interest rate is 3%. The revolving loan committee reviewed the loan request and has approved unanimously.

**RECOMMEND:** APPROVAL

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Motion Made By: ☐ Earl Pugh, Jr.  
☐ Barry Swindell  
☐ Dick Tunnell  
☐ Ben Simmons  
☐ Tom Pahl

Motion Seconded By: ☐ Earl Pugh, Jr.  
☐ Barry Swindell  
☐ Dick Tunnell  
☐ Ben Simmons  
☐ Tom Pahl

Vote: ☐ Earl Pugh, Jr.  
☐ Barry Swindell  
☐ Dick Tunnell  
☐ Ben Simmons  
☐ Tom Pahl

**ARLEEN BURLEY**  
**DEVIL SHOAL OYSTER & CLAM CO.**  
P.O. BOX 405  
OCRACOE, NC 27960  
(252) 928-6361

November 7, 2016

Rosemary O. Johnson  
Planning Assistant  
County of Hyde  
P.O. Box 188  
Swan Quarter, NC 27885

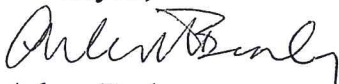
Dear Rosemary,

You may recall that Heather O'Neal and I received a Golden Leaf loan in October of 2015 in the amount of \$15,000 for our new partnership. At that time, we estimated that the business would create full time income for one employee within five years. The business is rapidly growing and we now estimate that we will provide full time income for no less than two employees within the next couple of years. The gross income from the operation so far this year is \$25,023. This has provided Heather and me with a combined income of \$17,570 to date. We have also paid \$1,508 wages to occasional workers making a total of \$19,078 in earned income so far this year.

\* In order to expand the operation, we are in immediate need of a part time employee (approx. 20 hours/week) which will most likely increase to full time next year. At this time we are seeking funding for hiring one employee.

I respectfully request that, if possible, Hyde County increase the amount of our loan to include an additional \$15,000 funding needed during the expansion of our operation to be used to employ one person.

Thank you,

  
Arleen Burley


**HYDE COUNTY  
NORTH CAROLINA**

**ECONOMIC DEVELOPMENT  
REVOLVING LOAN FUND**

**DEVIL SHOAL OYSTER & CLAM CO.  
P.O. BOX 405  
OCRACOKE, NC 27960**

**APPLICATION FOR EXPANSION OF AN EXISTING BUSINESS**

**HYDE COUNTY ECONOMIC DEVELOPMENT  
REVOLVING LOAN FUND  
APPLICATION SUMMARY**

<b>1. APPLICANT</b> a. Name: Devil Shoal Oyster & Clam Co.  b. Street/P.O. Box: P.O. Box 405  c. City: Ocracoke  d. Zip Code: 27960  e. Contact Person: Arleen Burley  f. Telephone No.: (252) 928-6361		
<b>2. Project Number</b>  	<b>3. Project Name</b> Oyster Farm Expansion	<b>4. RLF Funds Requested</b> \$15,000
<b>5. CERTIFICATION</b>  a. To the best of my knowledge and belief, data in this application is true and correct, the applicant will comply with the certifications in the attached Private Commitment Form if the assistance is provided.		b. Typed Name and Title of Authorized Representative  Arleen Burley Partner  c. Signature   d. Date 1/9/2017
<b>FOR HYDE COUNTY USE ONLY</b>		
<b>6. Date Received</b>  <hr/>	<b>8. Action Taken</b>  <div style="display: flex; justify-content: space-around;"> <div><hr/>Funded</div> <div><hr/>Not Funded</div> <div><hr/>Withdrawn</div> </div>	
<b>7. Application Number</b>  <hr/>		



## TABLE OF CONTENTS

Listed below are the required contents of an application. Applications should be organized in this format. Applicants should number all pages in the application. **Two completed copies of the application should be submitted directly to the Hyde County Revolving Loan Fund Administrator, Hyde County Courthouse, Swan Quarter, NC.**

### Application Contents

Table of Contents

Application Summary Form

Project Description Form

Project Source and Use Form

Project Private Commitment Form

Project Needs Form

Project Feasibility Form

Activities Schedule Form

Maps

Attachments

- A. Verification of Project Costs/Cost Breakdown by Activity
- B. Firm Financial Commitments
- C. Historical Financial Statements (Business)
- D. Credit Reports
- E. Building Plans
- F. Projected Financial Statements
- G. Business Debt Schedule Forms
- H. Personal Financial Statements
- I. Appraisals of Real Property/Security
- J. Marketing Information/Business Plan Documentation

Only information received by Hyde County with the submission will be considered in the selection process, unless the county specifically requests additional information from the applicant. Failure to submit required information may be grounds for rejection of the application. Applicants should carefully review each project package, including attachments, to make certain that all required information is submitted and is internally consistent.

## PROJECT DESCRIPTION FORM

1. Name of Applicant: Devil Shoal Oyster & Clam Co.
2. Application Date: 12/9/2016
3. Project Name: Oyster Farm Expansion
4. Description: Aquaculture/Oysters & Clams

**a. Briefly describe the existing business (products/services offered, basic project goals and objectives):**

*Traditionally oysters in Eastern North Carolina have been scraped or tonged of the bottom of a body of water from oyster beds. Due to over-harvesting, declining water quality and disease, many of the natural populations have been destroyed making oyster farming an alternative to our traditional harvest methods.*

*Devil Shoal Oyster and Clam Co., a partnership established in 2015, developed the first oyster farm on the back side of Ocracoke using a method that is new to Ocracoke. Using this method, spat are put in floating bags. We had a successful first harvest, marketing over 70,000 oysters in 2016. We have expanded the water column to include an additional acre. We hope to increase our production each year.*

*Devil Shoal oysters are grown from seed (1/8") to market-size (3" plus) in the floating bags in the water. This method allows us to produce a healthy, clean oyster that is easily marketed to restaurants and markets.*

**b. Proposed location of existing business (include location map(s)).**

*Arleen Burley, a partner, currently has a 5 acre bottom lease on the back side of Ocracoke Island in the Pamlico Sound. Of this current 5 acre bottom lease, a one acre water column (Lot #1) was acquired in 2015 where the oyster farm is now located. An additional one acre water column (Lot #2) is being added to expand the operation.*

*See Maps.*

**c. Number, size, and general description of any new buildings to be constructed (include site map and plans, if available):**

*No new buildings will be constructed during this phase of the project.*

**d. Size of any parcel(s) of land to be acquired (include survey map)**

*Devil Shoal Oyster & Clam Co. currently operates a five acre bottom lease which contains a one acre water column amendment (Lot #1) owned by Arleen Burley. An additional 1 acre water column amendment (Lot #2) is being developed. See Maps.*

**e. Describe any existing buildings to be demolished or abandoned:**

N/A



**f. Describe any improvements to be made to existing buildings(s):**

N/A

**g. How many full-time equivalent jobs will be created by the expanded business during the two-year period? 1**

**How many full-time equivalent jobs will be retained by the expanded business during the two year period? 1**

**How many jobs will be retained for residents of Hyde County? 2**

*It is often times difficult to equate traditional jobs in Hyde County such as fishing and farming to full-time equivalent jobs traditionally accepted and accounted for in other more urban areas. Farmers and fishermen work by the season and by the weather. Some weeks bring healthy pay checks that sustain fishermen and farmers through the often long periods without revenues.*

*This project currently employs Arleen Burley for the full-time equivalent of 1 job. However, continued success of Puddle Duck's Seafood, an existing business operated by Heather O'Neal, requires this expansion to ensure that Puddle Duck's has the supply needed to maintain current business operations. In addition, the O'Neal's have five minor children that work on a part time basis on the oyster farm. As the farm grows, the oysters grow and the children and their experiences grow, the long range plan is employ the children and grow the workforce of the business.*

**h. Briefly describe how RLF and other funds (band loans, owner equity, etc.) will be used during property acquisition, construction, and/or expansion of the existing business.**

*Assets to date by Devil Shoal Oyster & Clam Co. include:*

- 160,000 oyster spat at a cost of \$3,200*
- Gear/Equipment at a cost of \$18,894*
- Working capital \$2,164*

*—*

*Revolving Loan Funds to include:*

- Gear/Equipment at a cost of \$15,000*

**i. How are road transportation and water and electric service to be supplied to the site?**

N/A

**j. How will sewage disposal be accomplished**

N/A

## PROJECT SOURCE AND USE FORM

1. Name of Applicant: Devil Shoal Oyster & Clam Co.							
2. Project Name: Oyster Farm Expansion							
3. Source of Project Funds:							
A. RLF Funds Requested: <u>\$15,000.00</u>							
RLF Project Resources		Source A.	<u>\$15,000.00</u>				
Other:							
B. Investment by Devil Shoal		Source B.	<u>\$13,464.00</u>				
C. Investment by Arlene Burley		Source C.	<u>\$ 1,700.00</u>				
D. Investment by Heather O'Neal		Source D.	<u>\$ 1,500.00</u>				
4. TOTAL PROJECT RESOURCES:		<u>\$31,664.00</u>					

Use of Funds (List major expenses separately)	Source A	Source B	Source C	Source D	Source E	Source F	Total Cost
a. Acquisition							
(1) Water Column Lease			\$200..00				\$200.00
(2)							
b. Water							
c. Sewer							
d. Construction/ Rehabilitation							
e. Working Capital		\$2,164.00					\$2,164.00
(1) Boat Trips			\$1,500.00	\$1,500.00			\$3,000.00
(2) Insurance		\$500.00					\$500.00
(3)							
f. Machinery/ Equipment							
(1)Seed Oyster		\$6,000.00					\$6,000.00
(2)Gear Equipment	\$15,000.00	\$4,800.00					\$19,800.00
(3) Other							
(4) Other							
g. Site Improvements							
h. (1) Other							
(2) Other							
i. TOTAL	\$15,000.00	\$13,464.00	\$1,700.00	\$1,500.00			\$31,664.00

DEVIL SHOAL OYSTER & CLAM CO.  
P.O. Box 405  
Ocracoke, N.C. 27960  
(252) 928-6361

January 9, 2017

Hyde County Board of Commission  
c/o Bill Rich, County Manager  
County of Hyde  
P.O. Box 188  
Hyde County, NC 27885

LETTER OF TRANSMITTAL

Arleen Burley and Heather O'Neal, equal partners in Devil Shoal Oyster & Clam Co., hereby affirm that the attached Private Commitment Form represents the firm's commitment in full.

Signed Arleen Burley Date 1/9/17 Title Partner

Name of Business Devil Shoal Oyster + Clam Co.

Signed Heather O'Neal Date 1/9/17 Title Partner

Name of Business Devil Shoal Oyster + Clam Co.

## PROJECT PRIVATE COMMITMENT FORM

As equal partners in Devil Shoal Oyster & Clam Co., we commit to the following actions, as described more fully in the project application:

- a. Undertake and carry out the project as described in the project application.
- b. Create a minimum of 1 jobs 1 for persons residing in Hyde County, and obtain the level of jobs indicated above by January 1, 2019.
- c. Provide certified payroll report prior to initial disbursement of funds and provide quarterly reports thereafter showing job creation numbers.
- d. Secure funding for the project from the following sources, in the specified amounts:
  1. \$15,000      Golden Leaf Revolving Loan Fund
  2. \$13,464      Devil Shoal Oyster & Clam Co.
  3. \$ 1,700      Burley
  4. \$ 1,500      O'Neal
- e. Provide Hyde County with quarterly income statements and balance sheets throughout a two-year period following the loan award.
- f. Begin project activities only following execution of a legally binding commitment and loan agreement and the release of other conditions, if any, placed on the loan by Hyde County.
- g. Complete project activities by no later than January 1, 2019.

My firm is committed to undertake this project and but for the provision of the RLF assistance this project will not be undertaken.

Signed Alan Burley Date 1/9/17 Title Partner

Name of Business: Devil Shoal Oyster + Clam Co.

Signed W. O'Neal Date 1/9/17 Title Partner

Name of Business Devil Shoal Oyster + Clam Co.



## PROJECT NEEDS FORM

1. Name of Applicant: Devil Shoals Oyster & Clam Co.
2. Project Name: Water Column Expansion
3. Relationship between Project Activities and Job Claim:

*This business currently employs Arleen Burley for the full-time equivalent of 1 job. Increased production by the proposed expansion will require 1 additional full time employee and a minimum of 1,200 additional floating oyster bags and 10 oyster grows. The O'Neals have 5 minor children that work on a part time basis on the oyster farm. The long range plan is to employ the children and grow the workforce of the business.*

4. Total Documented Project Financing Needs: Check applicable activities and in attachments provide required cost breakdowns shown (**Attachment "A"**). Describe here sources and methods of estimating for each activity including those financed with non-RLF funds.

- Real Estate (land or existing buildings) - None
- Construction/Rehabilitation - None
- Site Improvements - Attach listing of components (grading, drainage, paving, etc.) with engineer's estimates or quotes from contractor. - None
- Machinery and Equipment - Attach detailed listing of items, with price quotes from suppliers. - \$19,800
- Public or On-Site Water and Sewer - None
- Working Capital Expenditures - Attach detailed listing of startup/operating costs.  
*Working Capital Expenditures include \$500 yearly for insurance. Also included are 30 boat trips by each partner at an estimated cost of \$50 per trip for a yearly expense of \$3,000*

### 5. Verification of RLF Need

(a) Loan Amount: \$15,000

(b) The Gap Addressed:

- X   Sufficient funds not available elsewhere, including internally.
- Funds available elsewhere, but cash flow is not sufficient to meet debt service.
- Other (Describe):

### 6. Security:

*The loan will be secured by a first lien on equipment and crop.*

Devil Shoal Oyster & Clam Co.

Today's Date: 1/9/2017

Page No: 8

**Judith Garrish**

---

**From:**  
**Sent:**  
**To:**  
**Subject:**

Allen Helms <allen.helms@yadkinbank.com>  
Thursday, January 12, 2017 9:17 PM

Judith Garrish

\*\*\* Loan: "Devil Shoal Oyster & Clam Co" has been submitted for Declination \*\*\*



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Hello Yadkin Bank Team Member,

Loan "Devil Shoal Oyster & Clam Co" was potentially Declined and now requires 2nd Level Review. Initial reasons are:

- 1) Income insufficient for amount of credit requested
- 2) Lack of established earnings record
- 3) Value or type of collateral not sufficient
- 4) None

If you agree with this decision, please complete 2nd Level Review and Approve this Adverse Action.

Should you disagree, please provide feedback in the Comments sections and Reject this request.

You can access the Loan details here:  
<https://yadkinbank.my.salesforce.com/a0i1600000ZAb1Y>

You can access the Adverse Action details here:  
<https://yadkinbank.my.salesforce.com/a0816000001TA0XT>



## PROJECT FEASIBILITY FORM

1. Name of applicant: *Devil Shoal Oyster & Clam Co.*
2. Project Name: *Water Column Expansion*

### A. BUSINESS PLAN

1. Name of Existing Business: *Devil Shoal Oyster & Clam Co.*

Name of Proposed Business: *Devil Shoal Oyster & Clam Co.*

2. Legal Status:

☒ Partnership  
☐ Proprietorship  
☐ Cooperative  
☐ Corporation  
☐ Other: (Specify): LLC

3. Business Ownership and Management (*partners from the below companies*):
4. Other Business Affiliations of Proposed Owners (if any):

Name of Business: *Clamlady Jane*

Name of Owner or Manager Involved: *Arleen Burley*

Position in this Business: *Sole Proprietor*

Relationship Between this Business and RLF Project Business: *Independent*

Name of Business: *Puddle Duck's Seafood*

Name of Owner or Manager Involved: *Heather O'Neal*

Position in this Business: *Sole Proprietor*

Relationship Between this Business and RLF Project Business: *Independent*

5. Product Line or Service

a. *Devil Shoals Oyster & Clam Co. produces single oysters for the half shell market.*

6. Market Information

- a. Geographic Market Area: *Ocracoke Island and South Outer Banks*
- b. Major Customers: *Ocracoke Island Restaurants and Hatteras Island Restaurants*
- c. Market Characteristics: *Unlike wild caught oysters there is no seasonality of harvest and supply will be available during peak summer tourist seasons.*
- d. Competition: *No competitors within the geographic market area.*

7. Marketing and Distribution: *Demand for oysters at local restaurants far exceeds supply. With increased production, we will expand our marketing to include more of coastal North Carolina.*

8. Cost Effectiveness: *After initial investment for additional equipment the cost of spat to oyster is high. The 90% maturity rate of spat to marketable oyster contributes to this factor.*

9. Project Innovation/New Technology: *The marriage of aquaculture/mariculture with the local fresh brandis truly innovative with no one in the area taking advantage. New science and new technology are combined with a traditional industry.*

10. Employee Benefits: *Partners will not provide traditional benefits in the first few years of operation, however, the business represents an opportunity to grow and add additional partners internally as resources grow.*

## FINANCIAL FEASIBILITY

1. Financial Feasibility Documentation – All items below must be submitted with the application. All historical and projected financial statements should be prepared by a certified public accountant, or a county-approved business advisor, in accordance with generally accepted accounting principles.

X Historical Income Statement and balance sheets for most recent three years, with notes, for any existing businesses owned or operated by the new entity's principals. *See Attachment C – Historical Financial Statements (Business)*

X Conventional and Requested Projected Income Statement Forms, with notes. Two full years from first RLF principal payment should be provided. *See Attachment F – Projected Financial Statement/Projected Income Statement*

X Conventional and Requested Projected Cash Flow Statement Forms, with notes. Two full years from first RLF principal payment should be provided. *See Attachment F – Projected Financial Statement/Projected Income Statement*

X Resumes of key management, providing a detailed description of their business experience and training. *See Attachment B – Firm Financial Commitments*

X Personal financial statements from the firm's principals (or Form 1040's for past three years with statement of net worth).

X Marketing information and other documentation to support financial projections. *See Attachment J – Marketing Information/Business Plan Documentation.*

X Credit Report(s) from the firm's principals (no older than 30 days). *See Schedule D – Credit Reports.*

2. Past Financial History – If applicable, discuss any negative indicators or trends which may be evidenced in the historical financial statements of the principals or for other businesses owned by the principals. Explain the reasons for these negative indicators and discuss steps which are being taken or will be taken to resolve any problems.

3. Summary of Financial Projections and Definition of Requested Loan Terms:

*A summary of financial projections are noted on the projections.*

*The borrows are requesting \$15,000 on a 5 year term. The borrowers are requesting interest only payments for the first year at 3% and a principal and interest at a rate of 3% for the remainder of the term.*

### C. EMPLOYMENT FEASIBILITY

1. Total number of jobs to be created:  
Full-time 1
2. Total number of jobs to be retained:  
Full-time 1
3. Explain the method used to arrive at the number of jobs to be created.

### PROJECT FEASIBILITY FORM

a. Job Title/ Classification	b. Hourly Wage	e. Employment Schedule for All Jobs (By Quarter)							
		FT	Q1	Q2	Q3	Q4	Q5	Q6	Q7
Partner	\$11.00		1	1	1	1	1	1	1
Partner	\$11.00		0	0	1	1	1	1	1
Deck Hand	\$11.00		0	0	0	1	1	1	1
<b>TOTALS</b>			1	1	2	3	3	3	3

**Legend: FT – Full Time**



# ECONOMIC DEVELOPMENT REVOLVING LOAN FUND

## ACTIVITIES IMPLEMENTATION SCHEDULE FORM

1. Name of Applicant: <u>Devil Shoal Oyster &amp; Clam Co.</u>																						
2. Original, dated: <u>January 9, 2017</u>																						
Amendment, date: <u>N/A</u>																						
3. Project Name: <u>Oyster Farm Expansion</u>																						
4. Implementation Date: <u>February 9, 2017</u>																						
5. ACTIVITIES	MONTH:																					
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	
Real Estate Closing																						
Engineering Design/ Planning																						
Site Improvements																						
Building Construction/ Renovation																						
Public Facilities Construction																						
Hiring New Employees																						
Training																						
Working Capital Expenditure	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
Machinery and Equipment Purchases	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
Raw Materials Purchased						X		X						X				X				
Other (Specify)																						

# BUSINESS DEBT SCHEDULE FORM

CREDITOR NAME A. Current Debts (Existing Prior to RLF Project)	Original Loan Amount	Origination Date	Present Balance	Interest Rate	Maturity Date	Monthly Payment	Security
1. Revolving Loan	\$15,000	11/1/2015	\$14,400	3.0%	01/10/25	\$158.65	LEASE
2.							
3.							
4.							
5.							
B. Projected New Debt							
1. Revolving Loan	\$15,000	2/9/2017	\$15,000	3.0%	01/01/27	\$158.65	Gear/Machinery
2							
3							
4							

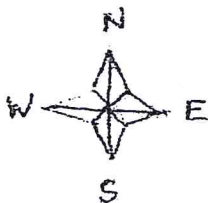
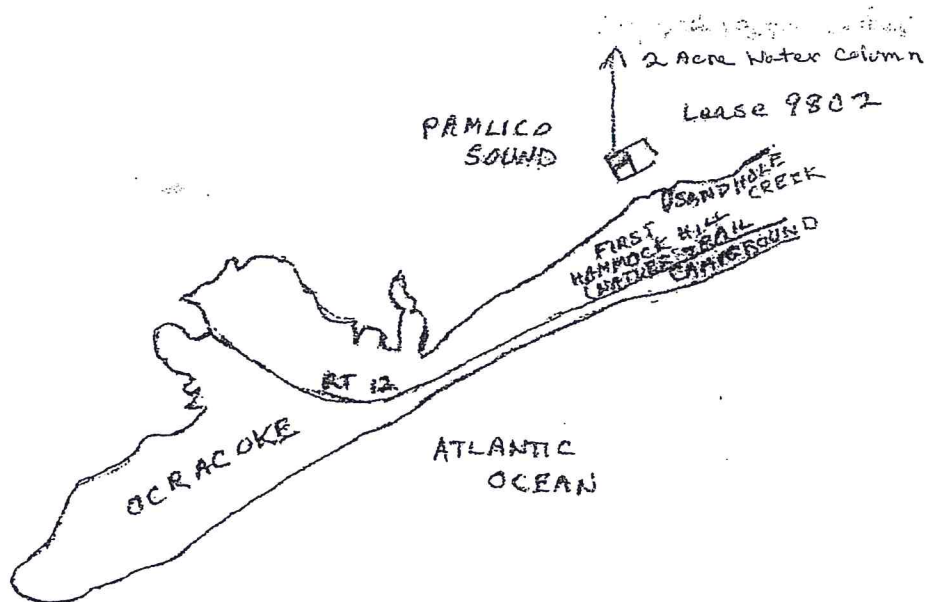


MAPS

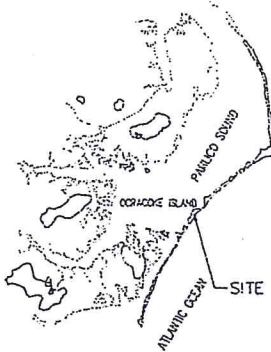
ACTIVITIES MAP – This map must include the location of all activities and an accurate scale. All structures located on the business site should also be clearly marked. All industries and residences benefiting from the activity must be shown on the activities map. This map must be in sufficient detail to allow for an accurate environmental review to satisfy all environmental review requirements. The applicant must insure that this map is consistent with information submitted in the Project Description.

*See Attachments (3)*

# WATER COLUMN LEASE LOCATION MAP



Location Map for	Applicant	
Date	Prepared by	
Scale	Revision	Sheet



VICINITY MAP (NTS)



THIS SURVEY, ON THE MAP AND THIS SURVEY, WAS MADE BY THE SURVEYOR FROM AN ACTUAL AND SURVEY WAS MADE BY THE SURVEYOR AND THE FOLLOWING INFORMATION WAS USED TO PREPARE THE MAP:

DATE OF SURVEY: 4/23/15  
 DATE OF MAP: 4/23/15  
 DATE OF PLAN: 4/23/15  
 DATE OF RECORD: 4/23/15  
 DATE OF FIELD: 4/23/15  
 DATE OF OFFICE: 4/23/15  
 DATE OF CHECK: 4/23/15  
 DATE OF CORRECTION: 4/23/15  
 DATE OF REVISION: 4/23/15  
 DATE OF FINAL: 4/23/15

THE SURVEY IS LOCATED IN A REGION OF A COUNTY IN MUNICIPALITY THAT IS UNREGULATED AS TO AN ORDINANCE THAT REGULATE PROTECT LAND

"B" GROUND N: 519,186.56  
 GROUND E: 2,917,412.80  
 LATITUDE: 35°08'15.328"  
 LONGITUDE: -75°55'51.047"

"D" GROUND N: 519,502.61  
 GROUND E: 2,917,417.37  
 LATITUDE: 35°08'18.451"  
 LONGITUDE: -75°55'50.874"

"F" GROUND N: 519,367.12  
 GROUND E: 2,917,736.25  
 LATITUDE: 35°08'17.014"  
 LONGITUDE: -75°55'47.086"

"G" GROUND N: 519,237.21  
 GROUND E: 2,917,835.59  
 LATITUDE: 35°08'15.699"  
 LONGITUDE: -75°55'45.942"

"I" GROUND N: 518,983.231  
 GROUND E: 2,917,678.044  
 LATITUDE: 35°08'13.236"  
 LONGITUDE: -75°55'47.930"

"J" GROUND N: 519,127.20  
 GROUND E: 2,917,605.78  
 LATITUDE: 35°08'14.682"  
 LONGITUDE: -75°55'48.746"

"K" GROUND N: 519,249.61  
 GROUND E: 2,917,544.35  
 LATITUDE: 35°08'15.911"  
 LONGITUDE: -75°55'49.440"

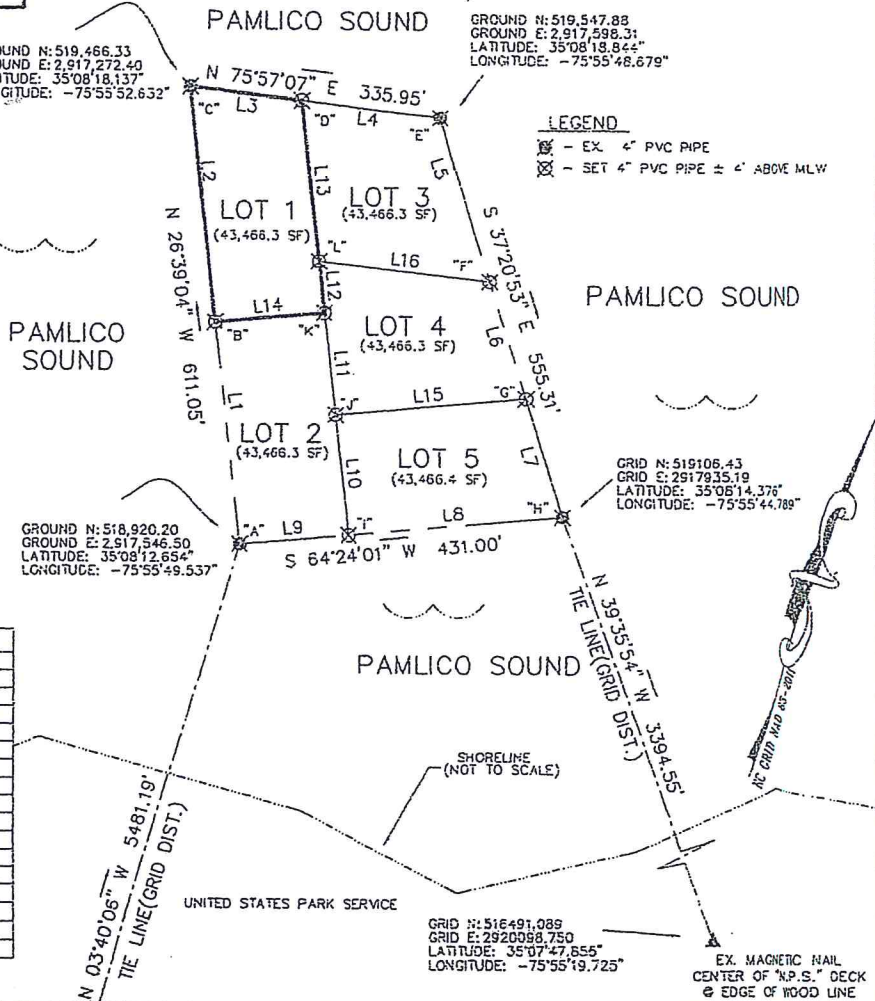
GROUND N: 519,466.33  
 GROUND E: 2,917,272.40  
 LATITUDE: 35°08'18.137"  
 LONGITUDE: -75°55'52.632"

GROUND N: 519,547.88  
 GROUND E: 2,917,598.31  
 LATITUDE: 35°08'18.944"  
 LONGITUDE: -75°55'48.679"

LEGEND

EX - 4" PVC PIPE  
 SET - 4" PVC PIPE ± 4" ABOVE MLW

LINE	LENGTH	BEARING
L1	298.04	N26°39'04"W
L2	313.01	N26°39'04"W
L3	149.44	N75°57'07"E
L4	186.51	N75°57'07"E
L5	227.38	S37°20'53"E
L6	163.42	S37°20'53"E
L7	164.51	S37°20'53"E
L8	285.14	S64°24'01"W
L9	145.86	S64°24'01"W
L10	161.09	N26°39'04"W
L11	136.95	N26°39'04"W
L12	69.09	N26°39'04"W
L13	213.99	N26°39'04"W
L14	145.86	S64°24'01"W
L15	254.60	S64°24'01"W
L16	229.76	S75°57'07"W



N.C.G.S. "HYD 16" (NAD 83)(2011)  
 GRID N: 513450.250  
 GRID E: 2917897.190  
 LATITUDE: 35°07'18.465"  
 LONGITUDE: -75°55'47.353"

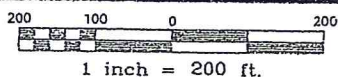
NOTES:

- THIS SURVEY IS SUBJECT TO ANY FACTS THAT MAY BE DISCLOSED BY A FULL AND ACCURATE TITLE SEARCH.
- AREA BY COORDINATE COMPUTATION AS SHOWN
- ALL DISTANCES ARE HORIZONTAL GROUND DISTANCES UNLESS NOTED.  
 (MULTIPLY BY 0.999678025 (COMBINED FACTOR) TO COMPUTE HORIZONTAL DIST.)

SURVEY FOR

**ARLENE BURLEY**

LOT 1 WATER COLUMN LEASE #17766302 - DIVISION OF CLAM BED LEASE #9802  
 OCRACOKE TOWNSHIP - HYDE COUNTY - NORTH CAROLINA



1 inch = 200 ft.

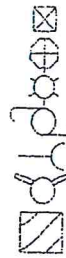


SEABOARD SURVEYING & PLANNING, INC. C-1536

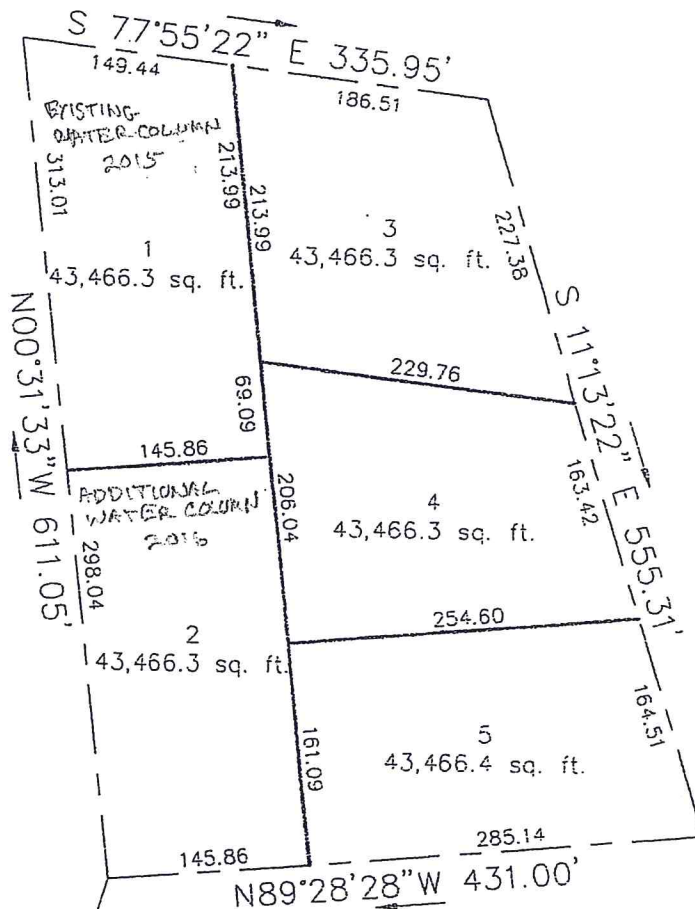
103F W. WOOD HILL DR., P.O. BOX 58, NAGS HEAD, NC 27959

OFFICE: (252) 480-9998 FAX: (252) 480-0571

PAMLICO SOUND CLAM LEASE AREA  
(4.99 acres)



PAMLICO SOUND



PAMLICO SOUND



MAGNETIC 1998

PRELIMINARY PLAT  
NOT FOR RECORDATION,  
CONVEYANCES, OR SALES

PAMLICO SOUND



**Hyde County Board of Commissioners  
AGENDA ITEM SUMMARY SHEET**

**Meeting Date:** March 6, 2017  
**Presenter:** Manager Bill Rich  
**Attachment:** Yes

**ITEM TITLE:** BUDGET MATTERS

**SUMMARY:** Departmental budget revisions and amendments will be presented for Board discussion and approval.

**Health Department**

- 1) BR39-17 – Family Planning Contract Physician & Pharmacist
- 2) BR40-17 – Family Planning Telelanguage
- 3) BR41-17 – Adult Health-PC Contract Physician & Vacancies
- 4) BR42-17 – Private Wells Dept. Supplies & Postage
- 5) BR43-17 – MAP Contract Pharmacy
- 6) BR44-17 – Home Health Offsite Storage
- 7) BR45-17 – Child Health Travel
- 8) BR47-17 – WIC - Postage

**RECOMMEND:** Discussion and approve budget revisions and amendments.

---

**Motion Made By:** \_\_\_ Earl Pugh, Jr.  
\_\_\_ Barry Swindell  
\_\_\_ Dick Tunnell  
\_\_\_ Ben Simmons  
\_\_\_ Tom Pahl

**Motion Seconded By:** \_\_\_ Earl Pugh, Jr.  
\_\_\_ Barry Swindell  
\_\_\_ Dick Tunnell  
\_\_\_ Ben Simmons  
\_\_\_ Tom Pahl

**Vote:** \_\_\_ Earl Pugh, Jr.  
\_\_\_ Barry Swindell  
\_\_\_ Dick Tunnell  
\_\_\_ Ben Simmons  
\_\_\_ Tom Pahl

**HYDE COUNTY BOARD OF COMMISSIONERS  
2016/2017 BUDGET REVISIONS**

MEETING DATE 3/6/2017					
(FO USE) BR # OR IDT#	DEPARTMENT	ACCOUNT #	LINE ITEM ACCOUNT NAME / EXPLANATION	"+" EXP BUDGET "-" REV BUDGET	"-" EXP BUDGET "+" REV BUDGET
				DEBIT	CREDIT
39-17	Health - Family Planning	10-5950.4507	Contract Pharmacy	\$ 250.00	
		10-5950.4500	Contract Physician	\$ 876.00	
		10-5950.4506	Lab Testing		\$ 1,126.00
				\$ 1,126.00	\$ 1,126.00
			Transferring funds form Lab Testing line to cover Contract Physician and Contract Pharmacist through the end of fiscal year. <i>Budget is NOT increased.</i>		

REQUESTED

*Quanaal Gibbs* DATE 3/6/17

APPROVED... CO MANAGER CO COMMISSIONER-CHAIR CLERK TO THE BOARD

ENTERED LEDGER/DATE \_\_\_\_\_

**SIGN  
HERE**

**HYDE COUNTY BOARD OF COMMISSIONERS  
2016/2017 BUDGET REVISIONS**

MEETING DATE 3/6/2017					
(FO USE) BR # OR IDT#	DEPARTMENT	ACCOUNT #	LINE ITEM ACCOUNT NAME / EXPLANATION	"+" EXP BUDGET "- REV BUDGET	"-" EXP BUDGET "+ REV BUDGET
				DEBIT	CREDIT
40-17	Health - Family Planning	10-5950.4504	Telelanguage	\$ 150.00	
		10-5950.7400	Equipment		\$ 150.00
				\$ 150.00	\$ 150.00
			Transferring funds from Equipment line to cover Telelanguage through the end of fiscal year. Budget is NOT increased.		

REQUESTED *Quana Gibbs* DATE 3-6-17

APPROVED... CO MANAGER CO COMMISSIONER-CHAIR CLERK TO THE BOARD

ENTERED LEDGER/DATE \_\_\_\_\_



**HYDE COUNTY BOARD OF COMMISSIONERS  
2016/2017 BUDGET REVISIONS**

MEETING DATE 3/6/2017					
(FO USE) BR # OR IDT#	DEPARTMENT	ACCOUNT #	LINE ITEM ACCOUNT NAME / EXPLANATION	"+" EXP BUDGET "-" REV BUDGET	"-" EXP BUDGET "+" REV BUDGET
				DEBIT	CREDIT
41-17	Health - Adult Health	10-5900.4501	Contract Physician	\$ 876.00	
		10-5890.4600	Vaccines	\$ 700.00	
		10-5890.4502	Lab Testing		\$ 1,576.00
				\$ 1,576.00	\$ 1,576.00
			Transferring funds from Lab Testing line to Contract Physician and Vaccines for coverage through the end of the fiscal year. <i>Budget is NOT increased.</i>		

REQUESTED Quanaal Libms DATE 3-6-17

APPROVED... CO MANAGER CO COMMISSIONER-CHAIR CLERK TO THE BOARD

ENTERED LEDGER/DATE \_\_\_\_\_





**HYDE COUNTY BOARD OF COMMISSIONERS  
2011/2012 BUDGET REVISIONS**

MEETING DATE 3/6/2017					
(FO USE) BR # OR IDT#	DEPARTMENT	ACCOUNT #	LINE ITEM ACCOUNT NAME / EXPLANATION	"+" EXP BUDGET "- REV BUDGET	"-" EXP BUDGET "+ REV BUDGET
				DEBIT	CREDIT
42-17	Private Water Wells	10-6190.3300	Departmental Supplies	\$ 200.00	
		10-6190.1200	Postage	\$ 50.00	
		10-6190.2020	Salary - Part time		\$ 250.00
				\$ 250.00	\$ 250.00
			Transferring funding from Salary Part-time line to cover Departmental Supplies and Postage through the end of the fiscal year. <i>Budget is NOT increased.</i>		

REQUESTED Quenall Gibbs DATE 3-6-17



APPROVED... CO MANAGER CO COMMISSIONER-CHAIR CLERK TO THE BOARD

ENTERED LEDGER/DATE \_\_\_\_\_

**HYDE COUNTY BOARD OF COMMISSIONERS  
2011/2012 BUDGET REVISIONS**

MEETING DATE 3/6/2017					
(FO USE) BR # OR IDT#	DEPARTMENT	ACCOUNT #	LINE ITEM ACCOUNT NAME / EXPLANATION	"+" EXP BUDGET "- REV BUDGET	"-" EXP BUDGET "+" REV BUDGET
				DEBIT	CREDIT
43-17	Medication Assistance Program	10-5973.4500	Contract Pharmacist	\$ 1,630.00	
		10-5973.0200	Salary		\$ 1,300.00
		10-5973.0500	FICA		\$ 112.00
		10-5973.0700	Retirement		\$ 125.00
		10-5973.1200	Postage		\$ 93.00
				\$ 1,630.00	\$ 1,630.00
			Transferring funding from Salary & fringes, plus postage lines to cover Contract Pharmacist through the end of the fiscal year. <i>Budget is NOT increased.</i>		

REQUESTED Guana Gibbs DATE 3-6-17

APPROVED... CO MANAGER CO COMMISSIONER-CHAIR CLERK TO THE BOARD

ENTERED LEDGER/DATE \_\_\_\_\_

**SIGN  
HERE**

**HYDE COUNTY BOARD OF COMMISSIONERS  
2011/2012 BUDGET REVISIONS**

MEETING DATE 3/6/2017					
(FO USE) BR # OR IDT#	DEPARTMENT	ACCOUNT #	LINE ITEM ACCOUNT NAME / EXPLANATION	"+" EXP BUDGET "-" REV BUDGET	"-" EXP BUDGET "+" REV BUDGET
				DEBIT	CREDIT
44-17	Home Health	50-5800.4515	OffSite Storage	\$ 750.00	
		50-5800.9800	Training		\$ 750.00
				\$ 750.00	\$ 750.00
			Transferring funding from Training line to cover Offsite Storated through the end of the fiscal year. Storage is for records older than 2 years. <i>Budget is NOT increased.</i>		

REQUESTED *Quana Gibbs* DATE 3-6-17

APPROVED... CO MANAGER CO COMMISSIONER-CHAIR CLERK TO THE BOARD

ENTERED LEDGER/DATE \_\_\_\_\_



**HYDE COUNTY BOARD OF COMMISSIONERS  
2011/2012 BUDGET REVISIONS**

MEETING DATE 3/6/2017					
(FO USE) BR # OR IDT#	DEPARTMENT	ACCOUNT #	LINE ITEM ACCOUNT NAME / EXPLANATION	"+" EXP BUDGET "- REV BUDGET	"-" EXP BUDGET "+ REV BUDGET
				DEBIT	CREDIT
45-17	Health - Child Health	10-5960.1400	Travel	\$ 75.00	
		10-5960.3200	Department Supplies		\$ 50.00
		10-5960.4502	Contract Interpreter		\$ 25.00
				\$ 75.00	\$ 25.00
			Transferring funds from Department Supplies and Contract Interpreter to cover the cost of 2 nurses traveling for mandatory training on child health updates. <i>Budget is NOT increased.</i>		

REQUESTED Quana Gibbs DATE 3-6-17

**SIGN  
HERE**

APPROVED... CO MANAGER CO COMMISSIONER-CHAIR CLERK TO THE BOARD

ENTERED LEDGER/DATE \_\_\_\_\_



**HYDE COUNTY BOARD OF COMMISSIONERS  
2016/2017 BUDGET REVISIONS**

MEETING DATE 3/6/2017					
(FO USE) BR # OR IDT#	DEPARTMENT	ACCOUNT #	LINE ITEM ACCOUNT NAME / EXPLANATION	"+" EXP BUDGET "- REV BUDGET	"-" EXP BUDGET "+" REV BUDGET
				DEBIT	CREDIT
47-17	Health - WIC	10-5970.1200	Postage	\$ 100.00	
		10-5970.1400	Travel		\$ 100.00
				\$ 100.00	\$ 100.00
			Transferring funds from Travel to Postage to cover the costs of notifying clients of appointments and WIC clinic. <i>Budget is NOT increased.</i>		

REQUESTED Deana Hibbs DATE 3-6-17



APPROVED... CO MANAGER CO COMMISSIONER-CHAIR CLERK TO THE BOARD

ENTERED LEDGER/DATE \_\_\_\_\_

**Hyde County Board of Commissioners  
AGENDA ITEM SUMMARY SHEET**

**Meeting Date:** March 6, 2017  
**Presenter:** Chairman, Vice-Chair, Commissioners and Manager  
**Attachment:** No

**ITEM TITLE:** MANAGEMENT REPORTS

**SUMMARY:** This is a time for each Commissioner to give reports on their work representing the County.

Additionally, Commissioners may wish to bring up issues they wish to have followed up by the Board or by the County Manager.

The County Manager and Assistant County Manager will give an oral update on various projects and other administrative matters.

**RECOMMEND:** Receive reports. Discussion and possible action as necessary.

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**Motion Made By:** ☐ Earl Pugh, Jr.  
☐ Barry Swindell  
☐ Dick Tunnell  
☐ Ben Simmons  
☐ Tom Pahl

**Motion Seconded By:** ☐ Earl Pugh, Jr.  
☐ Barry Swindell  
☐ Dick Tunnell  
☐ Ben Simmons  
☐ Tom Pahl

**Vote:** ☐ Earl Pugh, Jr.  
☐ Barry Swindell  
☐ Dick Tunnell  
☐ Ben Simmons  
☐ Tom Pahl

**Manager's Calendar (February 2017)**

W	1	9:30 am-James Blount; 10am-Ken Lang; 12:30pm-Earl Pugh; 3pm-Fred Holscher & Kris
TH	2	9am-Hyde Away Shores & Currituck Township tour; 1pm-Ferry to Ocracoke
F	3	9am-Passenger Ferry Conference Call; 10 am-talk to Ocracoke School third grade class; 1pm-Passenger Ferry Conference Call
S	4	11 am-Bob Chestnutt and Tom Pahl - tran discussion
S	5	
M	6	7 am-Ferry to SQ; 11am-Dr. Appt; 1pm-BCCC 50th anniversary; 6pm-Commissioners meeting
T	7	10 am-conference call -passenger ferries; 11 am-2pm-Met with Kris & Corrinne to review occupancy tax and sales tax for meeting
W	8	Medical Leave-surgery
TH	9	10am-Conference call with Vann Rogerson, Bob Peele & Kris; 11am-Met with Tony Carawan, Debbie, Daniel, Corrinne to discuss West Qtr. Loan request; 1pm-Ferry to Ocracoke; 4:45pm-met with Claire, Will Tom, Beverly & Kris to work on presentation to OTB; 7pm-Occupancy Tax Board meeting
F	10	Ocracoke office
S	11	Worked on passenger ferry project
S	12	1 pm - Met with Tom Pahl to discuss passenger ferry project
M	13	1pm-Ferry Meeting
T	14	9:30am-Ferry to SQ; 12:30 pm-Hugh Watson; 1pm-Katherine Kozak & Daniel; 2 pm-Luana and Corrinne
W	15	NCDMF meeting in Wilmington
TH	16	NCDMF meeting in Wilmington
F	17	NCDMF meeting in Wilmington/Travel to Raleigh
S	18	
S	19	
M	20	Vacation
T	21	Vacation
W	22	Vacation
TH	23	Vacation
F	24	Vacation
S	25	
S	26	
M	27	9:30 am-Debbie Cahoon; 10am-Rodney Chappell, Daniel & Clint; 11:30-Carol Evans; 12-12:30-Kris; 12:30-Dr. Appt.
T	28	9:45 am-Dr. Appt.; 12:00pm - 1pm-Fred Holscher; 5:30 pm-Ocracoke Variance Board ; 7:30 pm -public meeting on Ocracoke trams

**Hyde County Board of Commissioners**  
**AGENDA ITEM SUMMARY SHEET**

**Meeting Date:** March 6, 2017  
**Presenter:** Citizens  
**Attachment:** No

**ITEM TITLE:** PUBLIC COMMENTS

**SUMMARY:** The public is invited to use this time to make comments to the County Commissioners on items discussed during this meeting and/or matters not discussed earlier in the meeting.

**RECOMMEND:** Receive comments.



**Hyde County Board of Commissioners**  
**AGENDA ITEM SUMMARY SHEET**

**Meeting Date:**           **March 6, 2017**  
**Presenter:**           **Board of Commissioners**

**ITEM TITLE:**           **CLOSED SESSION**

**SUMMARY:**           The County Manager may request entering Closed Session  
in accordance with **NCGS143A-318.11 (a)**

- 1) To prevent the disclosure of information that is privileged or confidential pursuant to the law.
- 2) To prevent the premature disclosure of an honorary award.
- 3) To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege.
- 4) To discuss matters relating to the location or expansion of industries or other businesses.
- 5) To establish or instruct the public body's staff or agent in negotiating the price or terms of a contract for the acquisition of real property by purchase; or compensation and terms of an employment contract.
- 6) To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee.
- 7) To plan, conduct, or hear reports concerning investigations of alleged criminal misconduct.
- 8) To formulate plans by a local board of education relating to emergency response to incidents of school violence.
- 9) To discuss and take action regarding plans to protect public safety.

**RECOMMEND:**       Enter into Closed Session if required.

---

Motion Made By:   \_\_\_ Earl Pugh, Jr.  
(Enter)           \_\_\_ Barry Swindell  
                      \_\_\_ Dick Tunnell  
                      \_\_\_ Ben Simmons  
                      \_\_\_ Tom Pahl

Motion Seconded By: \_\_\_ Earl Pugh, Jr.  
                          \_\_\_ Barry Swindell  
                          \_\_\_ Dick Tunnell  
                          \_\_\_ Ben Simmons  
                          \_\_\_ Tom Pahl

Vote:     \_\_\_ Earl Pugh, Jr.  
          \_\_\_ Barry Swindell  
          \_\_\_ Dick Tunnell  
          \_\_\_ Ben Simmons  
          \_\_\_ Tom Pahl

---

Motion Made By:   \_\_\_ Earl Pugh, Jr.  
(Exit)           \_\_\_ Barry Swindell  
                      \_\_\_ Dick Tunnell  
                      \_\_\_ Ben Simmons  
                      \_\_\_ Tom Pahl

Motion Seconded By: \_\_\_ Earl Pugh, Jr.  
                          \_\_\_ Barry Swindell  
                          \_\_\_ Dick Tunnell  
                          \_\_\_ Ben Simmons  
                          \_\_\_ Tom Pahl

Vote:     \_\_\_ Earl Pugh, Jr.  
          \_\_\_ Barry Swindell  
          \_\_\_ Dick Tunnell  
          \_\_\_ Ben Simmons  
          \_\_\_ Tom Pahl

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